

Mayor's Office on Asian and Pacific Islander Affairs

Bidders Conference

August 10, 2006

10 am – 12 pm



Bidders Conference Agenda

- 10:00 Welcome
- 10:10 Community Grant Award
- 10:30 Grant Award Process
- 10:45 Key Elements of the RFA
- 11:30 RFA Q & A Process
- 11:45 Questions and Answers
- 12:00 Adjourn

Purpose of the Community Grant

- Enhance existing or startup programs focused on improving Asian and Pacific Islander residents' needs:
 - Health
 - Education
 - Legal services
 - Employment.

Target Populations

- Asian and Pacific Islander residents of the District of Columbia
- Ages
 - Children
 - Teens
 - Adults
 - Special groups, e.g. seniors, persons with disabilities

Agency Eligibility Requirements

- Non profit agency (need IRS ruling letter)
- Located in the District of Columbia
- Preference to agencies/organizations with limited access to other grant sources
- Agencies with operational budgets of \$800,000 or less per year.

Agency Eligibility Requirements

- Evidence that a majority of its clients served are or will be Asian and/or Pacific Islander individuals living in the District of Columbia
- Service facilities meet all applicable federal, state and local regulations for their intended use.
- Program staff meets qualifications of position requirements.
- Charter Schools are **not** eligible to apply.

Grant Awards and Amounts

- OAPIA expects to award 4-6 grants
- Grant award period is October 2006 – September 2007
- Grant award amount will be up to \$50,000 per grantee

Application Requirements

- **1 original and 5 copies**
- 30 pages, double spaced; 1 inch margins
- **Deadline: 12:00 pm, Monday, August 28, 2006**
- **Delivery Address:**

Mayor's Office on Asian and Pacific Islander Affairs
ATTN: Helen A. White
441 4th Street, NW
Suite 1100 South, Room A
Washington, DC 20001

- Mailed applications: postmarked by the US Postal Service no later than 11:59 pm Friday, August 25, 2006.

Application Program Focus

- Education and/or job preparedness/training for adults and youth (18 years and older) that lead to increased and/or improved workforce development skills.
- Education services and/or programs that complement K-12 grades and encourage youth (17 years and younger) to stay in school, avoid drugs, gangs and violence.

Application Program Focus

- Health-related services that improve health status or enable and/or enhance access to health services
- Legal services, including those with limited English proficiency to access entitlement and/or socioeconomic programs and address, civil rights, citizenship or residency status; or other legal services.

Applicant Responsibilities

- Detailed description of proposed or existing program, target population, number of participants, eligibility requirements, days and hours of operation, location of services.
- Description of program implementation including a work plan.
- Program goals, measurable objectives, program activities and program outcomes.
- Programs must describe in detail its process to achieve successful outcomes.
- Disseminate program outcomes to include development of a marketing plan

Award Criteria – Review Panel

- Independent Review Panel
 - Qualified individuals selected based on experiences in job training, education, training, health and social services, human services, evaluation planning and implementation.
 - Responsibilities include: reviewing and scoring each applicant's proposal and submitting recommendations for awards based on the scoring process.
 - The Mayor's Office on Asian and Pacific Islander shall make the final funding decisions.

Award Criteria

- **Criterion A: Technical Soundness of the Proposal**
25 points
- **Criterion B: Program Goals, Objectives and Activities**
25 points
- **Criterion C: Organizational Capability and Relevant Experience** **35 points**
- **Criterion D: Sound Fiscal Management and Budget** **15 points**

Application Sections

- **Proposal Summary (1-2 pages)**
- **Program Narrative (15-20 pages)**
- **Program Goals and Objectives (3-5 pages)**
- **Budget and Budget Narrative and Justification (not included in page limit)**

Application Attachments

- **Attachment A-Certifications**
- **Attachment B -Assurances**
- **Attachment C -Original receipt**
- **Attachment D -Budget summary**
- **Attachment F -Staffing Plan**
- **Attachment G -Work Plan**

Appendices

- Supporting financial documents
- Non profit corporation status – copy of IRS ruling
- Organizational and program charts
- Marketing plan or activities
- Memorandum of Agreement, if applicable
- Criteria/forms used to determine eligibility
- Evaluation tools

RFA Contact Information

- Last day for Questions
 - 5 PM - August 18, 2006
- Contact Information for RFA-related questions:
 - Email: OAPIAGrant@aol.com
 - Helen A. White
 - 703-980-2785 (cell phone)
 - 703-827-2733 ext 104 (office phone)
- All questions and answers will be emailed to interested applicants and listed on the APIA website